

## **Caravelle at Windward Park Townhome Association, Inc.**

Thank you for your purchase of a Lennar Home! Below you will find the Design Guidelines for the Caravelle at Windward Park Townhome Association, Inc. ("Association"). The Association's governing documents require that any modifications to the exterior of your home be approved by the Association.

These Design Guidelines are provided to you to help establish what modifications would generally be approved, however, each modification is reviewed on a case-by-case basis and based on your specific Lot. These guidelines are not intended to provide any preapproval and are subject to change.

All approvals are subject to the following conditions:

1. The change/improvement must not impede the flow of water in any drainage easement or swale.
2. For any portion construction in any easement, owner/applicant must hold the Association harmless for any costs associated with repair/replacement of change/improvement should the association or local municipality or local utility need to enter such easement.

At the end of this document you will find the Association's Request for Modification Form ("Form"). This form should be completed for any modification and returned to your Association Manager with Fieldstone Association Management. The completed form can be sent to:

Fieldstone Association Management  
Jason Hixon  
[JasonHixon@fieldstonerp.com](mailto:JasonHixon@fieldstonerp.com)  
2675 Paces Ferry Road  
Suite #125  
Atlanta, Georgia 30339  
Fax: 678-819-5366

A completed Form must be submitted for all modifications. THE VERBAL APPROVAL OF ANY SALES AGENT, LENNAR EMPLOYEE, OR ASSOCIATION REPRESENTATIVE IS NOT SUFFICIENT. ALL MODIFICATION APPROVALS MUST BE IN WRITING.

When plans are required, they must be submitted with the Form. A Form is attached to these Standards. Additional Forms are available from Fieldstone Association Management.

# **DESIGN GUIDELINES**

## **DESIGN GUIDELINE 1**

### Fences

- Fences are not permitted in this community.

## **DESIGN GUIDELINE 2**

### Exterior Decorative Objects, Front Porch Flower Pots, Lighting, etc.

- A Form must be submitted for all exterior decorative objects, both natural and manmade, including, but not limited to, items such as bird baths, wagon wheels, sculptures/statuary, fountains, pools, antennas, flower pots, free-standing poles of any type, flag poles, and items attached to approved structures.
- Landscape lighting should not exceed twelve (12) inches in height
- The number of landscape lights should not exceed twelve (12)
- The total wattage of landscape lighting should not exceed 100 watts, all lights are white or clear, non-glare, and located so as to cause minimal visual impact on adjacent properties and streets.
- Front doors and front entry area decorations must be tasteful and in keeping with the style and colors of the house. Plants and flowers in pots must always be neat and healthy. Neatly maintained front porch flower-pots (maximum of four (4)) that blend with the exterior color of the house, containing evergreens/flowers do not require the submission of a Form.
- Objects will be evaluated on criteria such as location, proportion, color, and appropriateness to the surrounding environment.
- Holiday decorations and lighting may be installed in a reasonable manner for the various recognized holidays. Holiday decorations and lighting may be in use until thirty (30) days after the Holiday.

## **DESIGN GUIDELINE 3**

### Exterior Landscaping

- Landscaping should relate to the existing terrain and natural features of the lot, utilizing plant materials native to the Southeastern United States. The amount and character of the landscaping must conform to the precedent set in the surrounding neighborhood.
- All landscape beds must be covered with natural pine straw, chopped pine bark mulch, or wood shavings.
- Rocks are not permitted as landscape bed ground cover.
- The preferred landscape bed edging is a neat four to six (4" – 6") inch deep trench. Other edging, if used, shall not exceed three (3") inches above the turf height and be of a uniform type.

- Outdoor storage of garden tools and hoses must be screened from view and kept behind shrubs. Any tools or items stored under a deck or porch must also be screened from view.

#### **DESIGN GUIDELINE 4**

##### Exterior Building Alterations

- Storm windows and doors must be made of anodized bronze or anodized aluminum with baked enamel finish compatible with the primary and trim colors of the house. Must be full glass.
- Plastic or metal storage sheds or other structures are not allowed.

## REQUEST FOR MODIFICATION REVIEW

PER ARTICLE 6.2, THIS APPROVAL MAY TAKE UP TO 45 DAYS FOR APPROVAL AFTER ALL REQUIRED INFORMATION IS RECEIVED

Name	Date
Address	Lot and Phase
City, State Zip	Phone Number
Email(s)	

Please provide the Architectural Control Committee with all information necessary to evaluate the request thoroughly and quickly. Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), detailed description of request, list of materials, pictures (if applicable), and any other information as specifically required below or as required by the Design Guidelines approved for the community. Modifications without approval from the Committee are a violation of the Covenants and may result in fine and legal action by the Association.

Description of Modification Requested

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Estimated Start Date

Estimated Completion Date

Acknowledgment of Adjacent Homeowners (*all homeowners sharing common boundary line, or those with a direct view*) will be considered by the Architectural Control Committee but will not be binding upon the Committee. No application will be considered unless this section is completed, or the Applicant Homeowner has made a reasonable effort, in the sole discretion of the Board, to have this section completed.

Lot	Signature	In favor of <input type="checkbox"/>	Not in favor of <input type="checkbox"/>
Lot	Signature	In favor of <input type="checkbox"/>	Not in favor of <input type="checkbox"/>
Lot	Signature	In favor of <input type="checkbox"/>	Not in favor of <input type="checkbox"/>

Under each of the most common categories below, all the items listed must be submitted. Please refer to the Covenants for other necessary information required for modifications such as detached structures, outdoor play equipment, pools, etc. **Incomplete requests will be disapproved.**

### LANDSCAPING, including gardens, landscape blinds, landscape edging

- ☐ Asbuilt/HLP/Lot Plat/Survey  
\*identify location of landscaping modification
- ☐ Description: \_\_\_\_\_
- ☐ Photo(s) of the requested location(s) to be modified
- ☐ Plan denoting hardscape/plant materials, location and quantities

### EXTERIOR LIGHTING, including exterior and landscape lighting

- ☐ Description: \_\_\_\_\_
- ☐ Number of lights: \_\_\_\_\_
- ☐ Photo(s) of the requested location(s) of the lighting
- ☐ Photo of the lighting

### EXTERIOR DECORATIVE OBJECTS, including planters, statues

- ☐ Description: \_\_\_\_\_
- ☐ Photo(s) of the requested location(s) of the object(s)
- ☐ Photo of the object(s)

### FENCING, including fenced blinds

- ☐ Fencing must conform to the standards stated in the Design Guidelines
- ☐ Fence type: \_\_\_\_\_
- ☐ Height and maximum width of spans: \_\_\_\_\_
- ☐ Color/stain: \_\_\_\_\_
- ☐ Fence beams must be inside facing (*interior*), not visible to streets or lots
- ☐ Asbuilt/HLP/Lot Plat/Survey  
\*identify location of fencing and existing neighboring fencing
- ☐ Permit (if applicable)
- ☐ Materials: \_\_\_\_\_
- ☐ All nails, screws or fasteners shall be aluminum or hot-dipped galvanized
- ☐ All posts shall be anchored in concrete; ground clearance must be 2 inches

### DRIVEWAY, PATIO or WALKWAY

- ☐ Asbuilt/HLP/Lot Plat/Survey  
\*identify location of driveway/patio/walkway modification
- ☐ Photo(s) of the requested location(s) to be modified
- ☐ Materials: \_\_\_\_\_

**PLAY EQUIPMENT, including basketball goals**

- ☐ Asbuilt/HLP/Lot Plat/Survey  
\*identify location of play equipment modification
- ☐ Location must have minimum visual impact
- ☐ Photo example of modification, requested location
- ☐ Materials used should match existing materials of home

**DECK or PORCH, including screened porches**

- ☐ Asbuilt/HLP/Lot Plat/Survey  
\*identify location of deck/porch modification
- ☐ Photo of the location of the deck/porch
- ☐ Design rendering or scope of work
- ☐ Dimensions: \_\_\_\_\_
- ☐ Color must be clear or stained to match existing color scheme
- ☐ Color code: \_\_\_\_\_
- ☐ Materials must be Cedar, Cypress or No. 2 grade or better PT-wood
- ☐ Permit

**EXTERIOR BUILDING ALTERATIONS, including painting and roofing**

- ☐ Colors/Materials to be used that are different than those existing
- ☐ Paint Brand, color name(s) and color code(s)
- ☐ Photos of your home and the homes on either side and those facing  
(in most cases adjacent/facing homes cannot be painted the same)
- ☐ Permit (if applicable)

**PRIVATE SWIMMING POOL, including hot tubs**

- ☐ Asbuilt/HLP/Lot Plat/Survey  
\*identify location of pool, pool deck and pool equipment
- ☐ Pool type: \_\_\_\_\_
- ☐ Dimensions (maximum size 1,000 sq ft): \_\_\_\_\_
- ☐ Color (must be white or blue): \_\_\_\_\_
- ☐ Lighting (if any): \_\_\_\_\_
- ☐ Permit
- ☐ All pool related landscaping modifications must meet requirements of the Landscaping category

**STORM DOORS and WINDOWS**

- ☐ Description and photo example of the storm door/windows including color
- ☐ Color must be compatible with existing primary and trim colors
- ☐ Photo(s) of the requested location(s) to be modified

**BUILDING ADDITIONS**

- ☐ Asbuilt/HLP/Lot Plat/Survey  
\*identify location of building addition
- ☐ Photo(s) of the requested location(s) to be modified
- ☐ Photo(s) from the location of the area to be modified of adjacent lots
- ☐ Scope of work from contractor
- ☐ Size, color, and detailed architectural drawing of addition
- ☐ Exterior materials used must match existing exterior materials of home
- ☐ Permit

**\*\* Submit this form and all documents to the Association Manager in one email/file \*\***

Owner Acknowledgement: I understand and agree that no work on this request shall commence until written approval of the Covenants Committee has been received by me. I represent and warrant that the requested changes strictly conform to the community Design Guidelines and that these changes shall be made in strict conformance with the Design Guidelines. I understand that I am responsible for complying with all city and county regulations.

Neither Fieldstone Realty Partners, LLC, the Association Board of Directors, the Association Advisory Committee or the Association Architectural Control Committee nor their respective members, Secretary, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or nonfeasance, arising out of any action with respect to any submission. The Architectural Review is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

**ARCHITECTURAL CONTROL COMMITTEE USE**

Date Received \_\_\_\_\_

Reviewed by \_\_\_\_\_

Approval stipulations or comments  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved

☐

Approval stipulations

☐

Not approved

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